

ORGANIZATION OF THE OFFICE OF PLANT AND OPERATIONS TABLE OF CONTENTS

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4. Mr. Thatcher's memorandum of May 6, 1942 supplementing Memorandum No. 819.
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6.

ORGANIZATION OF THE
OFFICE OF PLANT AND ANIMAL
INDUSTRY

SECTION I

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FILED
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Secretary's File Room

February 3, 1943.

MEMORANDUM NO. 819, Supplement 2

Technical Advisory Board

The Technical Advisory Board, which was established by Memorandum to Chiefs of Bureaus and Offices dated June 8, 1938, and the functions of which were further defined by Memorandum No. 819, of May 12, 1939, is hereby abolished. The functions and responsibilities heretofore vested in the Board will be performed by the Office of Plant and Operations through such organization as the Chief of that Office may establish.

Secretary's File Room
(Signed)

Grover B. Hill

Assistant Secretary

ABThatcher:MK

2-3-43

BROUGHT FORWARD

February 3, 1943.

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FEB 10 1943
BUREAU OF
INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

MEMORANDUM NO. 819, Supplement

Technical Advisory Board

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may establish.

Secretary's File Room
(Signed)

Robert R. Miller

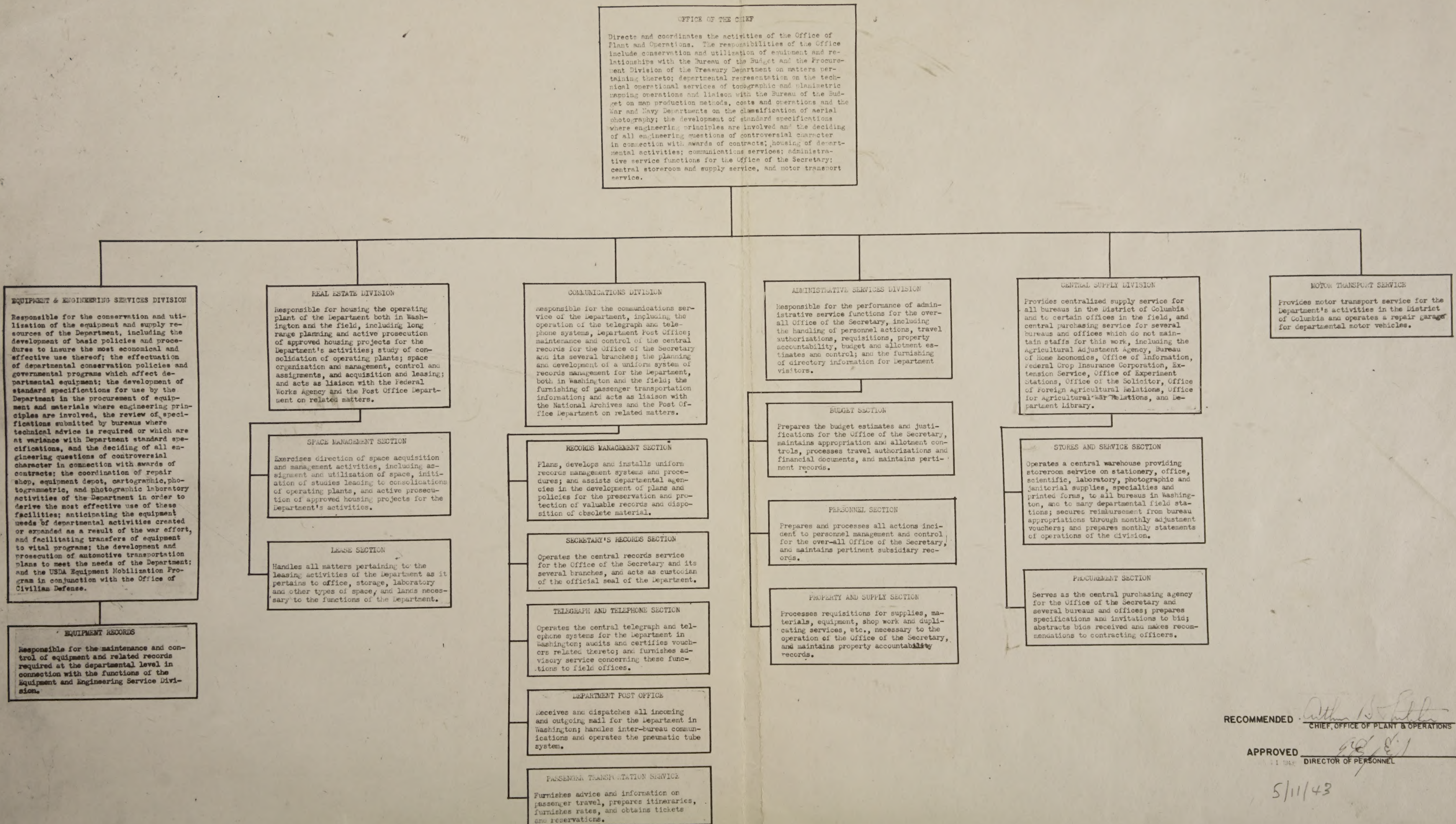
Assistant Secretary

ABT:char:MK

BROUGHT FORWARD

2-3-43

U.S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
OFFICE OF PLANT AND OPERATIONS



RECOMMENDED *Arthur B. Miller*
CHIEF, OFFICE OF PLANT & OPERATIONS

APPROVED *98/8/1*
DIRECTOR OF PERSONNEL

5/11/43

June 8, 1938.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

Budget and Finance Circular No. 3, dated July 10, 1934, authorizes the formation of a Technical Engineering Advisory Committee primarily for the settlement of all engineering questions involved in the procurement of supplies and equipment. This committee has functioned in a satisfactory manner within the limitations imposed by the dual responsibilities of its members. The constantly increasing size and importance of the Department programs involving the purchase, maintenance and operation of heavy equipment of all kinds, and the consequent need for improvement in the techniques of the engineering-management types makes it necessary to substitute a full time organization for the part time committee previously authorized. The Technical Engineering Advisory Committee is therefore discontinued effective July 1, 1938, and a Technical Advisory Board under the administrative supervision of the Director of Finance instituted, effective the same date. The full time members of the Board, the ex-officio members, and the general duties assigned are as follows:

Full time members:

Forest Service - Mr. Russell S. Henderson
Public Roads - Major Otto Engelmann
Soil Conservation Service - Mr. Gerald E. Ryerson

Ex-Officio members:

Mr. Alex. McC. Ashley, Chief, Div. of Purchase, Sales & Traffic
Mr. S. H. McCrory, Chief, Bureau of Agricultural Engineering
Mr. F. J. Sette, Office of the Secretary

As rapidly as practicable the Technical Advisory Board will assume responsibility for performance of the following functions:

1. Approval of all technical engineering requirements in specifications employed in the Department in the procurement of articles, materials, supplies and equipment.
2. Determination of all engineering questions of controversial or other character which may develop in connection with awards of contracts based upon such specifications.

3. To supplement existing Federal Specifications by the development of other standard specifications to be used throughout the Department in the purchase of equipment, materials and supplies which involve the application of engineering principles.

4. To conduct studies of the operating, maintenance and repair costs of equipment with a view to determining criteria as to the number, character, and location of depots, repair shops, etc.

5. To make studies of the use, distribution and availability of heavy equipment in order that the Department may get the maximum value from its expenditures.

The board is not restricted to the above duties but may make such recommendations as it sees fit, having to do with the development of a rational plan for evaluating the needs, use, maintenance and disposition of heavy equipment so that the best interests of the Department of Agriculture and the Government are safeguarded.

To assist the board, it is proposed to set up an auxiliary committee representing bureaus and offices using heavy equipment. Chiefs of the following bureaus and offices are asked to designate one representative to this auxiliary committee: Agricultural Economics, Biological Survey, Entomology and Plant Quarantine, Farm Security Administration, Food and Drug Administration, Division of Operation. Technical assistance when requested by the Board will be supplied by all Department agencies. Designations of membership on this auxiliary committee should be submitted to this office as soon as possible in order that the Committee may be able to get under way with the least possible delay.

(S) H. A. Wallace

Secretary

3. To supplement existing Federal Specifications by the development of other standard specifications to be used throughout the Department in the purchase of equipment, materials and supplies which involve the application of engineering principles.

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To assist the Board, it is proposed to set up an auxiliary committee representing bureaus and offices using heavy equipment. Officers of the following bureaus and offices are asked to designate one representative to this auxiliary committee: Agricultural Economics, Biological Survey, Entomology and Plant Quarantine, Farm Security Administration, Food and Drug Administration, Division of Operation, Technical Assistance when requested by the Board will be supplied by all Department agencies. Designations of membership on this auxiliary committee should be submitted to this office as soon as possible in order that the Committee may be able to get under way with the least possible delay.

(8) H. A. Wallace

Secretary

FILE

May 6, 1942

to: Mr. E. L. Knapp, Chairman, (Technical Advisory Board)

from: Arthur S. Fletcher, Chief, Office of Plant and Equipment

Subject: Implementation of the Purpose of Secretary's Memorandum No. 88, dated March 12, 1942

Due to the departmental equipment problems which have arisen as a result of the present emergency, there has developed an imperative need for administrative and advisory services in addition to those of other than, but related to, the functions described in Memorandum No. 88. In order to meet this need, it is believed advisable to change the nature of operation of the Technical Advisory Board for the purpose of a more effective utilization of the staff services.

Effective immediately, the Technical Advisory Board will operate as such only when problems arise which require the attention of all members. For operating purposes, the following instructions will prevail until further notice:

(1) Mr. E. L. Knapp will continue to serve as Chairman of the Technical Advisory Board when required but for operating purposes is hereby designated assistant to the Equipment Conservation Administrator and will act in this capacity as to all matters relating to the equipment conservation program.

- (a) Assist in the purpose of Memorandum No. 88 regarding the Equipment Utilization Program.
- (b) Assist in the Equipment Conservation Program, as outlined in Memorandum No. 88, and supplements thereto, as it pertains to equipment other than office equipment.
- (c) Actively study, present and assist in the execution of plans which will aid the Department in maintaining its equipment, from a departmental point of view, available for use as long as possible during the present emergency.

(Mr. E. L. Knapp, Associate Technical Engineer, is hereby assigned to assist Mr. Knapp in his work on these programs.)

BROUGHT FORWARD

- (2) Mr. Marshall S. Wright will continue to function as a member of the Technical Advisory Board when required, but will report directly to the Chief of the Office of Plant and Operations as the Technical Coordinator on War Mapping Projects, as outlined in Memorandum No. 172, as well as continue to serve as liaison officer with the War and Navy Departments on aerial photography and with the Bureau of the Budget on technical procedures of the War.

(Mr. Warren A. Ellis, Associate Photogrammetric Engineer, and Mrs. Mable E. Schenck, Clerk-Stenographer, are hereby assigned to assist Mr. Wright.)

- (3) Mr. A. Gordon Galloway will continue his functions as a member of the Technical Advisory Board and as a representative of the Chief of the Office of Plant and Operations will assume direct responsibility for those phases of the Board's functions which are continuing despite the emergency except for those problems which fall directly in the sphere of the aerial photographic and cartographic activities of the Board. He will refer problems to the other members as required and generally carry out the Board's functions during the emergency.

(Mrs. Henrietta Lada is hereby assigned to assist Mr. Galloway.)

The purpose of the above instructions is to provide the means whereby we may more effectively meet the problems which have arisen due to the impact of the war program on the Department of Agriculture. I know that the members of the Board and their assistants will assume active interest and participation in the responsibilities assigned in order that we may to the very best of our ability help the Secretary in this phase of Departmental operation.

Very truly yours,
 (Signed)

cc: Mr. M. S. Wright (TAB)
 Mr. A. G. Galloway (TAB)

Robert B. Thatcher

ABThatcher:VWJ

5-6-42

BROUGHT FORWARD

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★ APR 17 1941 P

April 16, 1941

Please return to the
Secretary's File Room

MEMORANDUM FOR MR. W. K. KNAUFF ✓

Chairman,

(P. & O. (Technical Advisory Board.) ✓

Dear Mr. Knauff:

In any proposed redraft of Memorandum No. 819 or an addenda thereto, I would like to suggest the following changes so as to more clearly portray the functions of the Board so far as they affect the technical phases of photography and mapping. The underlined words are my suggested inclusions.

Page 1, last paragraph, delete reference "(2) procurement of technical services such as aerial surveys, etc."

Page 2, under "FUNCTIONS:"

Paragraph 4, change to read, "To conduct studies of the operating, maintenance and repair costs of equipment with a view to determining criteria as to the number, character and location of equipment depots, repair shops, photographic laboratories, etc."

Paragraph 5, change to read, "To initiate and/or receive and analyze all proposals for the establishment of equipment depots, repair shops and photographic laboratories, and to prepare appropriate recommendations in each case to the chief of the bureau concerned."

Paragraph 6, change to read, "To receive and analyze all proposals for aerial photographic projects with respect to departmental standards in reference to scale; necessity for reflying and other pertinent matter; also receive and analyze all proposals for photogrammetric projects, topographic, planimetric and control surveys (ground and/or aerial) in excess of sixty square miles, and to prepare appropriate recommendations to the Office of Land Use Coordination."

New Paragraph 9.

"To serve as the technical liaison office and departmental representative on technical committees."

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From Secy's Files

FOUGHT FORWARD

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★ APR 17 1941 P

Please return to the
Secretary's File Room

April 16, 1941

MEMORANDUM FOR THE SECRETARY
SUBJECT: [Illegible]

Dear Sir:

The following information was received from the [Illegible] on April 15, 1941. It is being furnished to you for your information and for the information of the [Illegible]. The [Illegible] is being furnished to you for your information and for the information of the [Illegible].

Very respectfully,
[Illegible Signature]

cc: [Illegible]

Paragraph A, above is true. It is being furnished to you for your information and for the information of the [Illegible]. The [Illegible] is being furnished to you for your information and for the information of the [Illegible].

Paragraph B, above is true. It is being furnished to you for your information and for the information of the [Illegible]. The [Illegible] is being furnished to you for your information and for the information of the [Illegible].

Paragraph C, above is true. It is being furnished to you for your information and for the information of the [Illegible]. The [Illegible] is being furnished to you for your information and for the information of the [Illegible].

Very respectfully,
[Illegible Signature]

The above information was received from the [Illegible] on April 15, 1941. It is being furnished to you for your information and for the information of the [Illegible].

cc: [Illegible]

The last paragraph of Memorandum No. 819 can now be deleted, as the statement is informative only and the functions are absorbed in the rewrite of Paragraph 6 above.

Very truly yours,

MARSHALL S. WRIGHT,
Member,
Technical Advisory Board.

MSW/dmm
Secretary's Files

The first part of the report is devoted to a description of the work done during the year. It is divided into two main sections, the first of which deals with the work done in the laboratory and the second with the work done in the field.

Very truly yours,

WILLIAM A. WILSON
Director
Geological Survey of Canada

W. A. Wilson
Director

FILED

★ DEC 14 1940 P

Please return to the
Secretary's File Room

December 12, 1940.

MEMORANDUM NO. 819, SUPPLEMENT NO. 1

The following changes have been made in the Technical
Advisory Board: ⁺

Effective November 1, 1940, Mr. William K. Knauff ⁺ was
appointed Chairman to succeed Major Otto Engelmann. ⁺

Effective November 16, 1940, Mr. A. Gordon Galloway, ⁺
formerly of the Bureau of Entomology and Plant Quarantine,
was appointed a member of the Board to succeed Mr. C. A. Logan ⁺
who has been appointed Chief, Division of Management and Opera-
tions, Beltsville Research Center, Beltsville, Maryland.

Secretary's File Room

Charles R. Wickard

Secretary.

BROUGHT FORWARD

Chief of Bureau

Field and Operations

DEC 12, 1940

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Please return to the
Security's file room

MEMORANDUM FOR THE SECRETARY

The following changes have been made in the Security

Administration:

Effective November 1, 1940, Mr. William E. Smith was

appointed Director of the Security Administration.

Effective November 1, 1940, Mr. A. Gordon Wilson,

formerly of the Bureau of Investigation, was appointed

Assistant Director of the Security Administration.

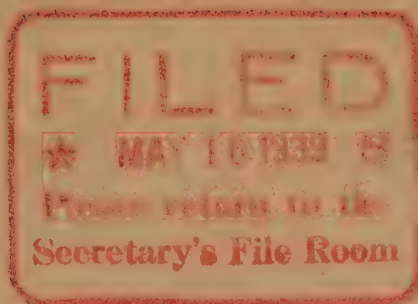
Two new positions have been created, Director of Personnel and

Training, and Director of Security Administration.

W. E. Smith

Secretary

BROUGHT FORWARD



May 12, 1939.

MEMORANDUM NO. 819

The establishment of the Technical Advisory Board was originally authorized under Memorandum, dated June 8, 1937, addressed to the Chiefs of the Bureaus and Offices. Since that time, there has been created by Memorandum No. 304, dated February 27, 1939, an Office of Plant and Operations, of which the Technical Advisory Board now becomes a part. This board has now functioned for a period of approximately ten months, and on the basis of experience gained and services rendered to the Department as a whole, an enlargement of its responsibilities is necessary.

The Technical Advisory Board (which, in addition to the board itself, includes Technical Assistants) will be under the general administrative supervision of Major Otto Engelmann, Chairman. In addition to the Chairman, the membership of the board will be as follows:

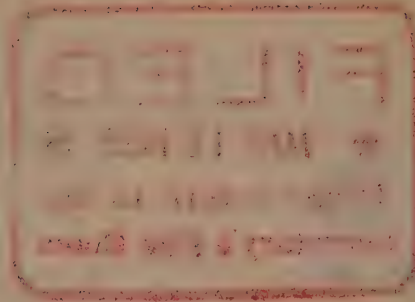
Mr. W. K. Knauff ✓
Mr. C. A. Logan +
Mr. Marshall S. Wright +

The Board membership may be enlarged from time to time as the needs may require and subject to the approval of the Secretary.

The Board will actively cooperate (1) with the Chief, Division of Purchase, Sales and Traffic and responsible officials of the several Bureaus in the solution of problems incident to the procurement of equipment and (2) with the respective Department and Bureau Offices in the determination of the policies to be adopted in the selection, operation, maintenance and repair of all types of equipment.

It will be the responsibility of the Chief, Division of Purchase, Sales and Traffic to refer to the Board (1) all requests for procurement of items of equipment which do not conform to standard specifications as promulgated by the Board; (2) procurement of technical services such as aerial surveys, etc., and (3) any requests for equipment which, because of their general use, may require a promulgation of criteria and standard specifications in the interest of

BROUGHT FORWARD



118

The undersigned, being duly sworn, depose and say that the within and foregoing is a true and correct copy of the original of the same as the same appears in the files of the Bureau of Land Management, Department of the Interior, at Denver, Colorado, and that the same is a true and correct copy of the original of the same as the same appears in the files of the Bureau of Land Management, Department of the Interior, at Denver, Colorado.

Subscribed and sworn to before me this 11th day of June, 1918, at Denver, Colorado.

Notary Public for Colorado

The undersigned, being duly sworn, depose and say that the within and foregoing is a true and correct copy of the original of the same as the same appears in the files of the Bureau of Land Management, Department of the Interior, at Denver, Colorado, and that the same is a true and correct copy of the original of the same as the same appears in the files of the Bureau of Land Management, Department of the Interior, at Denver, Colorado.

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BROUGHT FORWARD

departmental efficiency and economy.

FUNCTIONS:

1. To approve all technical engineering requirements in specifications employed by the Department in the procurement of articles, materials, supplies and equipment.
2. To decide on all engineering questions of controversial or other character which may develop in connection with awards of contracts based on such specifications.
3. To supplement existing Federal specifications by developing Department of Agriculture standard specifications to be used throughout the Department for the purchase of articles, materials, supplies and equipment which involve the application of engineering principles.
4. To conduct studies of the operating, maintenance and repair costs of equipment with a view to determining criteria as to the number, character and location of depots, repair shops, etc.
5. To initiate and/or receive and analyze all proposals for the establishment of equipment depots, repair shops and photographic laboratories, and to prepare appropriate recommendations in each case.
6. To receive and analyze all proposals for aerial photographic projects, to establish uniform standards and criteria in connection with aerial photography such as scales, refueling and other pertinent matter, and to prepare appropriate recommendations to the Office of Land Use Coordination.X
7. To make studies of the use, distribution and availability of equipment in order that the Department may develop policies which are designed to provide a maximum return on the equipment investment.
8. To make studies and prepare recommendations incident to the development of a rational plan for evaluating the needs, use, maintenance and disposition of equipment so that the best interests of the Department of Agriculture and the Government will be safeguarded.

The Technical Advisory Board, in addition to its full time members, will be assisted in the performance of its responsibilities by auxiliary committees composed of representatives of the several

DECLARATION OF THE BOARD OF DIRECTORS

1900

I, the undersigned, being the duly authorized officers of the corporation, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the corporation.

Witness my hand and the seal of the corporation at New York, this 1st day of January, 1900.

JOHN J. HENRY, President
JAMES H. HENRY, Secretary

JOHN J. HENRY, President
JAMES H. HENRY, Secretary

JOHN J. HENRY, President
JAMES H. HENRY, Secretary

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JOHN J. HENRY, President
JAMES H. HENRY, Secretary

RECORDED & INDEXED

Bureaus and Offices which have a substantial need for varying types of equipment. Unless other designations are authorized by the Chiefs of the respective Bureaus, the several representatives on auxiliary committees will also serve as contact officers with the Technical Advisory Board. Technical assistance, when required by the Board, will be supplied by all Department agencies.

The Technical Advisory Board shall assume the duties of the Advisory Committee on Photogrammetry, established by Memorandum No. 697, dated June 18, 1936.

Secretary's File Room
(Signed)

H Wallace

Secretary.

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Committees

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G.S.M. No. 235
Sept 1938
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DEPARTMENT OF AGRICULTURE
WASHINGTON

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Please return to the
Secretary's File Room

September 1, 1938.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

In the Secretary's memorandum of June 8, 1938 addressed to chiefs of bureaus and offices, setting up a Technical Advisory Board under the supervision of the Director of Finance, Mr. Russell S. Henderson was designated as a full-time member of the Board. Mr. Henderson is to be relieved of this duty and Mr. William K. Knauff, of the Forest Service, will serve as a full-time member of this Board.

M. L. Wilson

Acting Secretary.

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UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

ADDRESS REPLY TO
THE FORESTER
AND REFER TO



WASHINGTON

K
Personnel
Knauff, William K.

July 23, 1938.

MEMORANDUM FOR MR. JUMP
Director of Finance

Dear Mr. Jump:

Reference is made to your memorandum of July 21, 1938.

When the memorandum of May 9, 1938, nominating Mr. Russell S. Henderson as the Forest Service representative on the Technical Advisory Board, was written it was the impression that service on the Board would require only a limited portion of Mr. Henderson's time. Later developments, as indicated in the Secretary's memorandum of June 8, 1938, make it appear that service on the Board will require practically the full time of the representative for at least four months. Mr. Henderson has been and is carrying on very important duties in connection with the repair of CCC equipment, and due to the fact that this Bureau is in the midst of organizing a large number of CCC Central Repair Shops under the general instruction of the Director of the Civilian Conservation Corps it is particularly important that Mr. Henderson not be withdrawn from his present duties during the next few months.

In view of this situation it is urgently recommended that Mr. W. K. Knauff, who has been performing duties in connection with the operation and repair of equipment in the Eastern Region, be designated as the Forest Service representative on the Technical Advisory Board instead of Mr. Henderson.

Very sincerely yours,

Acting Chief, Forest Service.

July 22, 1933.

It is made to your memorandum of July 21, 1933.

On May 9, 1933, nominating Mr. Henderson as a first service representative on the Technical Council. It was written that the impression that service on the Council was indicated in the Secretary's memo-
1933, made it appear that service on the Council was indicated in the Secretary's memo-
Mr. Henderson has been and is carrying on
in connection with the repair of 4000 camp-
due to the fact that this Bureau is in the midst of
General instruction of the Director of the Civilian Conservation
Corps it is particularly important that Mr. Henderson not be

In view of this situation it is urgently recommended that

be made a first service representative of Mr. Henderson.

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Please return to the
Secretary's File Room

September 1, 1938.

Memorandum for Dr. Bennett,
Chief, Soil Conservation Service. ✓

Dear Doctor Bennett:

In the Secretary's memorandum to you under date of March 12, 1938, indicating his intention to appoint a full-time Technical Advisory Board to translate the fundamental needs of our operating agencies for supplies and equipment into specifications adequate to serve and protect the best interests of the Department, and requesting the nomination by you of a member of your staff for service on the Board, it was stated that the initial constitution of the Board would be for a trial period of four months, and that if, as was expected, evidence had accumulated during that period of the need for a permanent organization, steps would then be taken to effect such an organization. In the Secretary's general memorandum of June 6, 1938, to chiefs of bureaus and offices, appointment of the Board, effective July 1, 1938, was announced. Concurrently with this announcement, however, there arose a necessity for a change in the membership of the Board, and this, together with the time required by the Board members to relinquish their bureau duties, delayed actual organization of the Board until August 18, 1938. This later date will therefore be regarded as that from which the proposed trial period of four months will begin to run.

Sincerely,

Secretary's File Room
(Signed)

M. L. Wilson

Acting Secretary.

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W. L. G. per

September 1, 1938.

Memorandum for Mr. Silcox,
Chief, Forest Service.

Dear Mr. Silcox:

In the Secretary's memorandum to you under date of March 12, 1938, indicating his intention to appoint a full-time Technical Advisory Board to translate the fundamental needs of our operating agencies for supplies and equipment into specifications adequate to serve and protect the best interests of the Department, and requesting the nomination by you of a member of your staff for service on the Board, it was stated that the initial constitution of the Board would be for a trial period of four months, and that if, as was expected, evidence had accumulated during that period of the need for a permanent organization, steps would then be taken to effect such an organization. In the Secretary's general memorandum of June 8, 1938, to chiefs of bureaus and offices, appointment of the Board, effective July 1, 1938, was announced. Concurrently with this announcement, however, there arose a necessity for a change in the membership of the Board, and this, together with the time required by the Board members to relinquish their bureau duties, delayed actual organization of the Board until August 18, 1938. This later date will therefore be regarded as that from which the proposed trial period of four months will begin to run.

Sincerely, *Secretary's File Room*
(Signed)

J. L. Wilson
Acting Secretary.

September 1, 1938.

Memorandum for Mr. MacDonald,
Chief, Bureau of Public Roads.

Dear Mr. MacDonald:

In the Secretary's memorandum to you under date of March 12, 1938, indicating his intention to appoint a full-time Technical Advisory Board to translate the fundamental needs of our operating agencies for supplies and equipment into specifications adequate to serve and protect the best interests of the Department, and requesting the nomination by you of a member of your staff for service on the Board, it was stated that the initial constitution of the Board would be for a trial period of four months, and that if, as was expected, evidence had accumulated during that period of the need for a permanent organization, steps would then be taken to effect such an organization. In the Secretary's general memorandum of June 8, 1938, to chiefs of bureaus and offices, appointment of the Board, effective July 1, 1938, was announced. Concurrently with this announcement, however, there arose a necessity for a change in the membership of the Board, and this, together with the time required by the Board members to relinquish their bureau duties, delayed actual organization of the Board until August 18, 1938. This later date will therefore be regarded as that from which the proposed trial period of four months will begin to run.

Sincerely,

Secretary's File Room
(Signed)

W. L. Wilson

Acting Secretary.

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Acting Secretary

OFFICE OF BUDGET AND FINANCE
DIVISION OF PURCHASE, SALES AND TRAFFIC

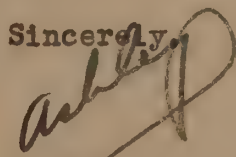
August 23, 1938.

Memorandum for Mr. H. A. Nelson,
Assistant Director of Finance.

Dear Mr. Nelson:

To the proposed draft, herewith, of a memorandum of the Secretary amending his previous memorandum of June 8, 1938, setting up a Technical Advisory Board, I have now attached, for his signature, the draft of a letter to each of the three bureau chiefs who were called upon for nominations to the Board. The purpose of the three letters is to make a matter of formal record the fact that the Board did not begin to function until August 18 and that the four months' trial period now runs from that date instead of from July 1.

Sincerely,



A. McC. A.

Encls.

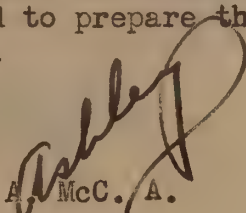
OFFICE OF BUDGET AND FINANCE
DIVISION OF PURCHASE, SALES AND TRAFFIC

August 18, 1938.

Memorandum for Mr. H. A. Nelson,
Assistant Director of Finance.

Dear Mr. Nelson:

The attached memorandum is O.K. so far as the Secretary's memorandum of June 8 is concerned. Action should also be taken, however, to amend the information which went to Roads, Forest Service, and Soil Conservation Service to the effect that they were to carry the salaries of the detailed employees for a four months' period beginning July 1, 1938. The Board will really not get under way until today (August 18), and even then will probably not be on an actual full time basis much before the end of the present month. In view of this I think amendatory action should be taken to make the four months' period begin either with August 24 or September 1. If you have that portion of the file which includes copies of the three letters to the bureaus and will send it to me, I'll be glad to prepare the desired amendments.


A. McC. A.

Enclosure.

September 1, 1935

Letter to the Board of Directors

A statement of the work of the Board of Directors for the year 1934-1935. The Board has been very busy in the past year, and has accomplished a great deal of work. It has held many meetings, and has considered many important matters. It has also been very active in the promotion of the work of the organization. It has been very successful in its efforts, and has made many valuable contributions to the work of the organization. The Board is very proud of its work, and is confident that it has made a great deal of progress in the past year. It is confident that it will continue to make many valuable contributions to the work of the organization in the future.

Secretary's File Room
(Hind)

Sincerely,

W. L. Wilson

W. L. Wilson

Technical Adv Bd
Committees 2 ✓

Purchase Sales & Traffic

FILED

★ DEC 20 1938 P

Please return to the
Secretary's File Room

August 22 1938.

Memorandum for Major Otto Engelmann, ✓
Chairman, Technical Advisory Board. ✓

Dear Major Engelmann:

Returned herewith is the file which was the genesis of the Technical Advisory Board. I have attached thereto a copy of my memorandum of August 22 to Mr. Nelson, and collateral papers, which you will find to be self-explanatory. I suggest that when the main file has served your purpose you return same to the Secretary's file room, where it belongs.

Very truly yours,

ALEX. McC. ANSLY,
Chief of Division.

Enclosures.
AMcCA/MT

FILED

DEC 20 1938

Please return to the
Secretary's File Room

RECEIVED
U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D.C.

TO THE DIRECTOR, FBI
FROM THE SAC, NEW YORK
SUBJECT: [Illegible]
[Illegible text follows]

Very truly yours,

[Illegible signature]

[Illegible stamp]

OFFICE OF BUDGET AND FINANCE
DIVISION OF PURCHASE, SALES AND TRAFFIC

August 23, 1938.

Memorandum for Mr. E. A. Nelson,
Assistant Director of Finance.

Dear Mr. Nelson:

To the proposed draft, herewith, of a memorandum of the Secretary amending his previous memorandum of June 8, 1938, setting up a Technical Advisory Board, I have now attached, for his signature, the draft of a letter to each of the three bureau chiefs who were called upon for nominations to the Board. The purpose of the three letters is to make a matter of formal record the fact that the Board did not begin to function until August 18 and that the four months' trial period now runs from that date instead of from July 1.

Sincerely,

A. McC. A.

Encls.

copy to Major Engelmann,
Chairman, Technical Advisory Board.
AMCA/MT

FILED
DEC 20 1938
HONOLULU
HONOLULU'S NEW ROOM

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★ AUG 17 1938 B

Please return to the
Secretary's File Room

August 12, 1938.

MEMORANDUM FOR MAJOR ENGELMANN
Chairman, Technical Advisory Board

Dear Major Engelmann:

In accordance with the provisions of the Secretary's Memorandum of June 8, 1938, the following officials have been designated by the chiefs of the respective bureaus to serve as members of the auxiliary committee on heavy equipment.X

Office of the Secretary - - - - -	P. L. BlakeX
Bureau of Agricultural Economics - -	Blair BennettX
Bureau of Biological Survey - - - - -	R. O. GustafsonX
Bureau of Entomology and Plant - - -	
Quarantine - - - - -	Dr. Lon A. HawkinsX
Farm Security Administration - - - - -	A. B. TustenerX
Food and Drug Administration - - - - -	Robert E. ConnerX

As soon as the plans of the Technical Advisory Board have progressed sufficiently to make it possible to utilize the services of this committee it is suggested that a call be issued for a joint meeting with the Board. It is hoped that this mechanism may be successfully employed in the solution of the numerous problems incident to the procurement, use and maintenance of items of heavy equipment.

Very truly yours,

H. A. Nelson

Assistant Director of Finance.

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* 1917
1917

... 21 12500

THE UNIVERSITY OF CHICAGO

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In accordance with the provisions of the Government's
 Order of June 1, 1941, the following is hereby
 established as the official record of the Government's
 records in the various departments and agencies.

[illegible][illegible]

Yours truly,
J. Edgar Hoover

NOTE N. A. 11

Assistant Director of Bureau

Comm 2
8-12-38

1370

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D.C.

August 12, 1938.

MEMORANDUM FOR MAJOR ENGELMANN
Chairman, Technical Advisory Board

attach

Dear Major Engelmann:

In accordance with the provisions of the Secretary's Memorandum of June 8, 1938, the following officials have been designated by the chiefs of the respective bureaus to serve as members of the auxiliary committee on heavy equipment.

| | |
|--|---------------------|
| Office of the Secretary - - - - - | P. L. Blake |
| Bureau of Agricultural Economics - - | Blair Bennett |
| Bureau of Biological Survey - - - - - | R. O. Gustafson |
| Bureau of Entomology and Plant - - - | |
| Quarantine - - - - - | -Dr. Lon A. Hawkins |
| Farm Security Administration - - - - - | -A. B. Thatcher |
| Food and Drug Administration - - - - - | Robert E. Conner |

As soon as the plans of the Technical Advisory Board have progressed sufficiently to make it possible to utilize the services of this committee it is suggested that a call be issued for a joint meeting with the Board. It is hoped that this mechanism may be successfully employed in the solution of the numerous problems incident to the procurement, use and maintenance of items of heavy equipment.

Very truly yours,

W. A. Ransom

Assistant Director of Finance.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON, D. C.

July 9, 1938. *X*

MEMORANDUM TO THE SECRETARY.

Dear Mr. Secretary:

In compliance with the request contained in your memorandum of June 8, 1938, addressed to Chiefs of Bureaus and Offices, Mr. Blair Bennett is designated to represent this Bureau in serving as a member of the auxiliary committee to assist the Technical Advisory Board which replaced the Technical Engineering Advisory Committee on July 1, 1938.

Very truly yours,

W. C. Cline
Acting Chief of Bureau.

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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE
WASHINGTON, D. C.

July 23, 1938 X

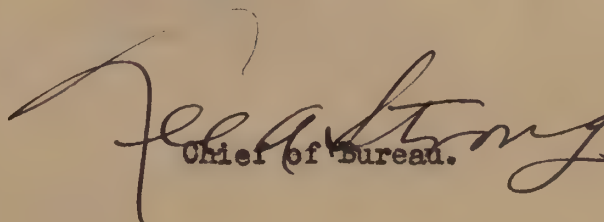
MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

Receipt is acknowledged of your memorandum of June 8 regarding the setting up of a Technical Advisory Board in the Department for the settlement of all engineering questions involved in the procurement of supplies and equipment.

In reply to the last paragraph of your memorandum, Dr. Lon A. Hawkins is designated to represent the Bureau of Entomology and Plant Quarantine as a member of the auxiliary committee which it is proposed to set up to assist the Board.

Respectfully,


Chief of Bureau.

... of your memorandum of June 2
... of a Technical Advisory Board in the
... for the settlement of all engineering questions
... in the procurement of supplies and equipment.
In reply to the last paragraph of your memorandum, Dr.
Jon A. Hawkins is designated to represent the Bureau of Inven-
tion and Plant Quarantine as a member of the auxiliary committee
which it is proposed to set up to assist the Board.
Respectfully,
...

UNITED STATES DEPARTMENT OF AGRICULTURE

FARM SECURITY ADMINISTRATION

WASHINGTON

OFFICE OF THE ADMINISTRATOR

July 13, 1938. X

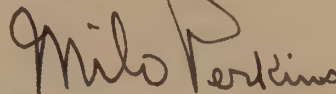
MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

Pursuant to your Memorandum for Chiefs of Bureaus and Offices dated June 8, 1938, Mr. A. B. Thatcher, Business Manager, is hereby designated to represent the Farm Security Administration on the proposed auxiliary committee to the Technical Engineering Advisory Committee.

Mr. Thatcher will be available to serve as soon as the auxiliary committee is formed.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Milo Perkins". The signature is written in a cursive style with a large, looped initial "M".

Milo Perkins
Acting Administrator

(1)

(1)

THEORY OF THE EARTH

1. The Earth is a sphere.

2. The Earth is composed of different layers. The outermost layer is the crust, which is made of rocks and minerals. Below the crust is the mantle, which is made of molten material. At the center of the Earth is the core, which is made of iron and nickel.

3. The Earth's surface is covered by water and land. The water is in the form of oceans, seas, and lakes. The land is in the form of continents and islands.

4. The Earth's atmosphere is made of gases.

5. The Earth's climate is determined by the amount of solar radiation it receives and the amount of heat it loses to space.

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD AND DRUG ADMINISTRATION
WASHINGTON, D. C.

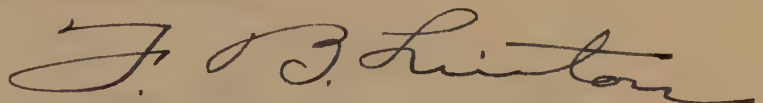
July 23, 1938.

THE SECRETARY:

Attention of Mr. F. J. Sette.

In accordance with the request contained in your circular memorandum of June 8, Mr. Robert E. Conner, Junior Administrative Assistant in the Division of Business Administration, is hereby designated to represent the Food and Drug Administration on the auxiliary committee designed to assist the Technical Advisory Board mentioned in your memorandum.

Respectfully,



Acting Chief.

In duplicate.

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY
1215 EAST 58TH STREET
CHICAGO, ILL. 60637
TEL. 773-936-5000
FAX 773-936-5001
WWW.CHICAGO.EDU

THE UNIVERSITY OF CHICAGO
LIBRARY

CHICAGO

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C.

DIVISION OF OPERATION *X*

Settle
June 17, 1938. *X*
mailed
m2

Memorandum for Mr. Paul H. Appleby
Assistant to the Secretary

Dear Mr. Appleby:

Referring to the Secretary's memorandum of June 8, 1938,
relative to the auxiliary committee to assist the Technical
Advisory Board, Mr. P. L. Blake, Plant Engineer, is hereby design-
ated as the representative of the Division of Operation on this
Committee.

Very truly yours,

Joseph Haley
Joseph Haley,
Chief, Division of Operation. *X*



FILED

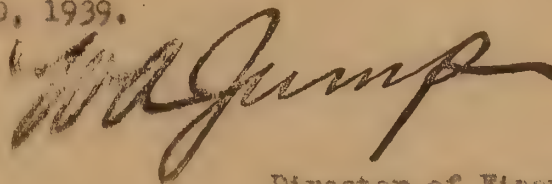
Budget & Finance

★ AUG 17 1938 B

Please return to the
Secretary's File RoomAugust 4, 1938

MEMORANDUM FOR THE MEMBERS OF THE TECHNICAL ADVISORY BOARD

In his memorandum of June 8, 1938, designating the members of the Board the Secretary placed the organization under my administrative supervision. To complete the organization chain and to provide for the orderly handling of the problems necessarily incident to the operations of the Board I designate Major Otto Engelmann as chairman of the Board for the period ending June 30, 1939.



Director of Finance.

ENCLOSURE FORWARDED

Budget & Finance

FILED
AUG 17 1938 B
U.S. DEPT. OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

MEMORANDUM

MEMORANDUM FOR THE DIRECTOR OF THE BUREAU OF LAND MANAGEMENT

In his memorandum of June 8, 1938, designating the
members of the Board of Directors, the Department has
expressed its administrative organization. To complete the
organization and to provide for the efficient operation of the
Department, it is necessary to designate the members of the
Board of Directors. I designate as the Otto Engelmann as
chairman of the Board for

[Handwritten Signature]

Director of Finance.

I THOUGHT FORWARD

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

Attach

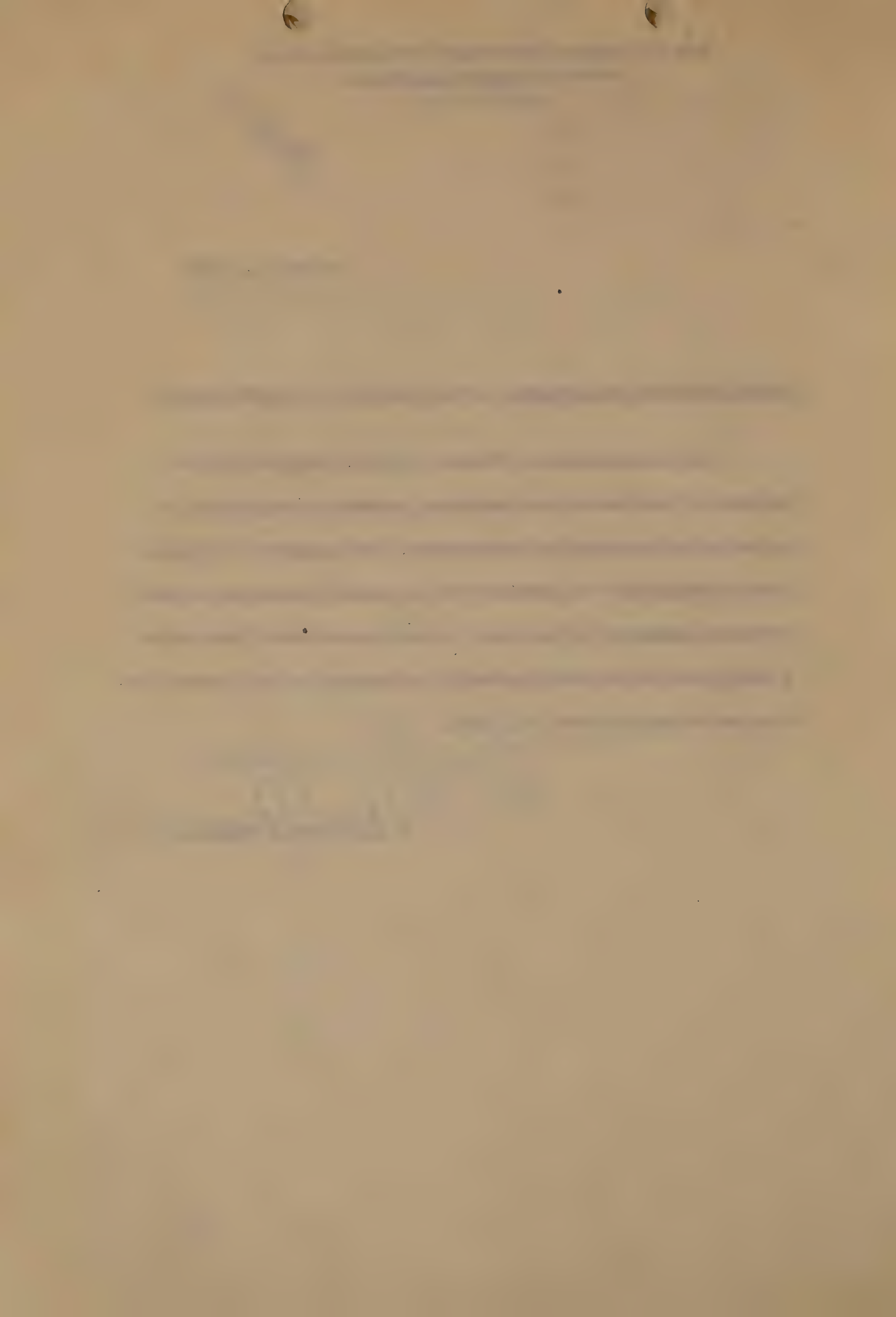
*Comm 2
8-4-38*

August 4, 1938

MEMORANDUM FOR THE MEMBERS OF THE TECHNICAL ADVISORY BOARD

In his memorandum of June 8, 1938, designating the members of the Board, the Secretary placed the organization under my administrative supervision. To complete the organization chain and to provide for the orderly handling of the problems necessarily incident to the operations of the Board I designate Major Otto Engelmann as chairman of the Board for the period ending June 30, 1939.

W. A. R.
Director of Finance



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

Attach

August 4, 1938

MEMORANDUM FOR THE MEMBERS OF THE TECHNICAL ADVISORY BOARD

In his memorandum of June 8, 1938, designating the members of the Board, the Secretary placed the organization under my administrative supervision. To complete the organization chain and to provide for the orderly handling of the problems necessarily incident to the operations of the Board I designate Major Otto Engelmann as chairman of the Board for the period ending June 30, 1939.

W. A. F. C.
Director of Finance.

Copy for Mr. Alex. McC. Ashley

Budget & Finance

FILED

★ AUG 17 1938 B

Please return to the
Secretary's File Room

July 21, 1938.

MEMORANDUM FOR MR. SILCOX
Forest Service ✓

Dear Mr. Silcox:

In your memorandum of May 9, 1938, you nominated Mr. Russell S. Henderson as the Forest Service representative on the Technical Advisory Board. This nomination was confirmed by the Secretary in his memorandum of June 2, 1938. It is understood that plans are under consideration to utilize the services of Mr. Henderson in some other capacity. This action would necessitate a new designation by the Secretary. For a number of reasons primarily connected with the official and personal business of the designees it has not yet been possible to institute the Board and it appears particularly unfortunate to attempt to make changes at this time. Unless there exist some very compelling reasons for proposing a change I strongly urge that no effort be made to alter the existing arrangement and that Mr. Henderson be directed to report for duty on Monday, July 25.

Sincerely,

W. A. Jump
Director of Finance.

BROUGHT FORWARD

FILED

★ AUG 1 7 1938

1911

THE UNIVERSITY OF CHICAGO PRESS

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[illegible]

1872

Q 1106. A. W.

Director of Finance.

STATE OF NEW YORK

FILED

★ AUG 17 1938 B

Please return to the
Secretary's file Room

July 21, 1938.

MEMORANDUM FOR DR. BENNETT
Soil Conservation Service

Dear Dr. Bennett:

In your memorandum of March 24, 1938, you nominated Mr. Gerald E. Ryerson as the Soil Conservation Service representative on the Technical Advisory Board. This nomination was confirmed by the Secretary in his memorandum of June 8, 1938. It is understood that plans are under consideration to utilize the services of Mr. Ryerson in some other capacity. This action would necessitate a new designation by the Secretary. For a number of reasons primarily connected with the official and personal business of the designees it has not yet been possible to institute the Board and it appears particularly unfortunate to attempt to make changes at this time. Unless there exist some very compelling reasons for proposing a change I strongly urge that no effort be made to alter the existing arrangement and that Mr. Ryerson be directed to report for duty on Monday, July 25.

Sincerely,

W. A. Jump

Director of Finance.

[BROUGHT FORWARD

RECEIVED

1938 JUL 21

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1938 JUL 21

1938 JUL 21

1938 JUL 21

In your letter of June 26, 1938, you stated that the Bureau of the Federal Reserve Bank of New York had been advised by the Federal Reserve Board that the Federal Reserve Bank of New York should not issue any more of the old Federal Reserve Bank of New York currency. This is in accordance with the decision of the Federal Reserve Board made on June 2, 1938. It is requested that you advise the Bureau of the Federal Reserve Bank of New York of the results of your investigation of this matter. This will be appreciated.

Very truly yours,
 Director of Finance

Sincerely,

W. A. Johnson

Director of Finance

1938 JUL 21

FILED

★ JUN 22 1938 P

Please return to the
Secretary's File Room

June 17, 1938.

Memorandum for Mr. Paul H. Appleby
Assistant to the Secretary

Dear Mr. Appleby:

Referring to the Secretary's memorandum of June 8, 1938,
relative to the auxiliary committee to assist the Technical
Advisory Board, Mr. P. L. Blake, Plant Engineer, is hereby design-
ated as the representative of the Division of Operation on this
Committee.

Very truly yours,

Joseph Haley,
Chief, Division of Operation.c. c. to Mr. P. L. Blake. *vk*

★ JUNE 1955
 These return to the
 author's file

1871

[Faint, illegible handwriting]

[illegible]

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to the State of New York.



DEPARTMENT OF AGRICULTURE
WASHINGTON

June 8, 1938.

*Added
no. 1007
6/13/38
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MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

Budget and Finance, Circular No. 3, dated July 10, 1934, authorized the formation of a Technical Engineering Advisory Committee primarily for the settlement of all engineering questions involved in the procurement of supplies and equipment. This committee has functioned in a satisfactory manner within the limitations imposed by the dual responsibilities of its members. The constantly increasing size and importance of the Department programs involving the purchase, maintenance and operation of heavy equipment of all kinds, and the consequent need for improvement in the techniques of the engineering-management types makes it necessary to substitute a full time organization for the part time committee previously authorized. The Technical Engineering Advisory Committee is therefore discontinued effective July 1, 1938, and a Technical Advisory Board under the administrative supervision of the Director of Finance instituted, effective the same date. The full time members of the Board, the ex-officio members, and the general duties assigned are as follows:

Full time members:

Forest Service - Mr. Russell S. Henderson
Public Roads - Major Otto Engelmann
Soil Conservation Service - Mr. Gerald E. Ryerson

Ex-Officio members:

Mr. Alex. McC. Ashley, Chief, Div. of Purchase, Sales & Traffic
Mr. S. H. McCrory, Chief, Bureau of Agricultural Engineering
Mr. F. J. Sette, Office of the Secretary

As rapidly as practicable the Technical Advisory Board will assume responsibility for performance of the following functions:

1. Approval of all technical engineering requirements in specifications employed in the Department in the procurement of articles, materials, supplies and equipment.
2. Determination of all engineering questions of controversial or other character which may develop in connection with awards of contracts based upon such specifications.

1. The first part of the report
describes the general situation
of the country and the
state of the economy.

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The second part of the report
describes the situation in the
different regions of the country.
The third part of the report
describes the situation in the
different sectors of the economy.
The fourth part of the report
describes the situation in the
different social groups of the
country.

The fifth part of the report
describes the situation in the
different social groups of the
country.

The sixth part of the report
describes the situation in the
different social groups of the
country.

The seventh part of the report
describes the situation in the
different social groups of the
country.

3. To supplement existing Federal Specifications by the development of other standard specifications to be used throughout the Department in the purchase of equipment, materials and supplies which involve the application of engineering principles.

4. To conduct studies of the operating, maintenance and repair costs of equipment with a view to determining criteria as to the number, character, and location of depots, repair shops, etc.

5. To make studies of the use, distribution and availability of heavy equipment in order that the Department may get the maximum value from its expenditures.

The board is not restricted to the above duties but may make such recommendations as it sees fit, having to do with the development of a rational plan for evaluating the needs, use, maintenance and disposition of heavy equipment so that the best interests of the Department of Agriculture and the Government are safeguarded.

To assist the board, it is proposed to set up an auxiliary committee representing bureaus and offices using heavy equipment. Chiefs of the following bureaus and offices are asked to designate one representative to this auxiliary committee: Agricultural Economics, Biological Survey, Entomology and Plant Quarantine, Farm Security Administration, Food and Drug Administration, Division of Operation. Technical assistance when requested by the Board will be supplied by all Department agencies. Designations of membership on this auxiliary committee should be submitted to this office as soon as possible in order that the Committee may be able to get under way with the least possible delay.

H A Wallace

Secretary.

Mr Settle

I don't pretend that this suggestion represents an improvement but merely a slightly different method of approach. If you don't like - change as you wish. I purposely omitted reference to trial period because that is an internal arrangement & in my opinion need not be advertised.

Wm
5/25-

A.R. as suggested

W. J. S.

To Mr. Harry Nelson, Office of Budget
& Finance



Memorandum No. , dated authorized the formation of a Technical Engineering Advisory Committee primarily for the settlement of all engineering questions involved in the procurement of supplies and equipment. This committee has functioned in a satisfactory manner within the limitations imposed by the dual responsibilities of its members. The constantly increasing size and importance of the Department programs involving the purchase, maintenance and operation of heavy equipment of all kinds, and the consequent need for improvement in the techniques of the engineering-management types makes it necessary to substitute a full time organization for the part time committee previously authorized. The Technical Engineering Advisory Committee is therefore discontinued effective June 15, 1938, and a Technical Advisory Board instituted, effective the same date, The full time members of the Board, the ex-officio members, and the general duties assigned are as follows:

under the administrative supervision of the Dir. of Finance

July 1,

MEMORANDUM TO CHIEFS OF BUREAUS

Because of the many problems arising in the preparation and approval of specifications involving technical engineering requirements the following Technical Advisory Board is hereby set up for a trial period of four months, during which they are to engage full time in the duties outlined for them:

Forest Service - Mr. Russell S. Henderson

Public Roads - Major Engelmann

Soil Conservation Service - Mr. Gerald E. Ryerson

Ex-Officio Members:

Alex. McC. Ashley - Chief, Purchase Sales & Traffic

S. H. McCrory, Chief, Bureau of Agricultural Engineering

F. J. Sette - Office of the Secretary

The following items outline the duties of the Technical Advisory Board:

(1) Responsibility for approval of all specifications involving technical engineering requirements *in specifications employed*.

(2) The final determination of all engineering questions involved in the awarding of contracts.

(3) The study of use, distribution and availability of heavy equipment in order that the Department may get the maximum value from its expenditures.

(4) The preparation of standard Department specifications to be used in the purchase of equipment, materials and supplies requiring the application of the engineering principles.

MEMORANDUM TO CHIEFS OF BUREAUS

Because of the many problems arising in the organization and operation of the various bureaus, it is necessary to have a clear understanding of the functions of each bureau and the responsibilities of its chiefs. The following are the functions of the various bureaus:

- Chief of Bureau
- Public Roads
- Soil Conservation Service - Mr. Gerald E. Hyerson

Alex. McC. Ashley - Chief, Purchase Sales & Traffic
Bureau of Agricultural Engineering
R. J. Sette - Office of the Secretary

The following items outline the duties of the Technical

Advisory Board

- (1) Responsibility for approval of all technical reports and documents submitted to the Bureau of Agricultural Engineering
- (2) The Technical Committee of all technical reports and documents submitted to the Bureau of Agricultural Engineering

Technical Committee of all technical reports and documents submitted to the Bureau of Agricultural Engineering

- (3) The Technical Committee of all technical reports and documents submitted to the Bureau of Agricultural Engineering

Technical Committee of all technical reports and documents submitted to the Bureau of Agricultural Engineering

Technical Committee of all technical reports and documents submitted to the Bureau of Agricultural Engineering

- (4) The Technical Committee of all technical reports and documents submitted to the Bureau of Agricultural Engineering

Technical Committee of all technical reports and documents submitted to the Bureau of Agricultural Engineering

Technical Committee of all technical reports and documents submitted to the Bureau of Agricultural Engineering

~~for addition, maintenance, equipment.~~

As rapidly as practicable the Technical Advisory Board will assume responsibility for performance of the following functions:

1. Approval of all technical engineering requirements in specifications employed in ~~the procurement work of the Department~~ *in the procurement of*

2. Determination of all engineering questions of ~~controversial~~ or other character which may develop in connection with ~~pending~~ awards of contracts *based upon such specifications.*

3. To supplement existing Federal Specifications by the development of other standard specifications to be used throughout the Department in the purchase of equipment, materials and supplies which involve the application of engineering principles.

4. ~~To~~ conduct studies of the operating, maintenance and repair costs of equipment with a view to determining criteria as to the number ~~xxx~~, character, and location of depots, repair shops, etc.

5. To make studies of the use, distribution and availability of heavy equipment in order that the Department may get the maximum value from its expenditures.

(5) The study of operating, maintenance and repair costs of equipment with a view to determining criteria as to the number and locations of depots, repair shops, etc.

The board is not restricted to the above duties but may make such recommendations as it sees fit, having to do with the development of a rational plan for evaluating the needs, use, maintenance and disposition of heavy equipment so that the best interests of the Department of Agriculture and the Government are safeguarded.

To assist the board, it is proposed to set up an auxiliary committee representing bureaus and offices using heavy equipment. Chiefs of the following bureaus and offices are asked to designate one representative to this auxiliary committee: Agricultural Economics, Biological Survey, Entomology and Plant Quarantine, Farm Security Administration, Food and Drug Administration, Division of Operation.

Designations of membership on this auxiliary committee should be submitted to this office as soon as possible in order that the Committee may be able to get under way with the least possible delay.

Secretary.

Technical assistance will be supplied by all Dept agencies when requested by the Board

(1) The study of operating, maintenance and repair costs of

equipment with a view to determining optimum size for the various units

location of depots, repair shops, etc.

The board is not restricted to the above duties but may make

such recommendations as it sees fit, having regard to the development

and of a rational plan for evaluating the needs, use, maintenance and

operation of heavy equipment so that the best interests of the

Government of Newfoundland and the Government are safeguarded.

To assist the board, it is proposed to set up an advisory

committee comprising persons and officers having heavy equipment

experience at the following bureaus and offices and subject to the

one representative to the military committee: Agricultural Department,

Ministry of Survey, Forestry and Plant Industries, Lands Department,

Ministry of Education, Food and Drug Administration, Division of Fisheries,

Department of Agriculture and Forestry, and such other committees as may

be required to assist the board in its work in order that the

Committee may be able to put under way with the least possible delay.

Approved:

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE



WASHINGTON

ADDRESS REPLY TO
THE FORESTER
AND REFER TO

O
Supply
General

May 9, 1938.

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

I am sorry for the delay in replying to your memorandum of March 12 about establishing a Technical Advisory Board as a full time organization.

The Forest Service has in recent years had no real difficulties in connection with specifications involving application of engineering principles. I agree in principle, however, to the proposed plan because I believe that under certain conditions a Board should be helpful to Bureaus having little or no engineering talent along equipment lines within their own organizations.

Frankly, though, I feel that the situation should be watched; that build-up of a too-centralized control should be guarded against; that - since control over equipment is just as important as selection of men and organization of crews - the Board should be empowered to act in an advisory capacity only. And it occurs to me that once a complete master file of specifications is established, a single technical advisor, full time, could probably handle the job currently.

I believe such a Board would be decidedly helpful, and as a representative of the Forest Service I recommend Mr. Russell S. Henderson.

Sincerely yours,

Chief, Forest Service.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PUBLIC ROADS

WASHINGTON, D. C.

IN YOUR REPLY PLEASE

REFER TO FILE NO. C-1

May 2, 1938.

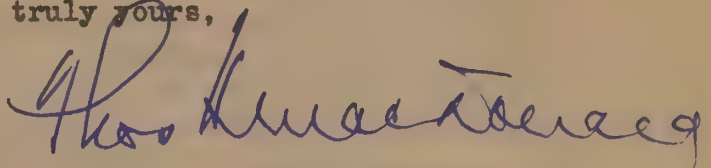
MEMORANDUM FOR THE SECRETARY OF AGRICULTURE

Dear Mr. Secretary:

In reply to your memorandum of March 12, 1938, relative to establishing a technical advisory board on equipment, materials, and supplies as a full time organization, I wish to confirm our previous verbal advice that the Bureau of Public Roads will be glad to cooperate in this matter.

Major Engelmann, who is at present a member of the technical advisory board, will be assigned to the organization as suggested. It is understood that the initial assignment will be for a trial period of four months, with the final organization depending on the experience gained during the trial period.

Very truly yours,



Chief of Bureau.

UNITED STATES
DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE^X

Washington, D. C.,

MAR 24 1938

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

Reply is made to your memorandum of March 12, proposing that a new technical advisory board be set up by the Department and made responsible for the review and approval of all specifications and contracts related to the procurement of materials, equipment and supplies involving technical engineering requirements.

We are pleased that you have asked us to recommend a member of our Service for duty on this board, and we feel that the responsibility of anyone serving there will be of sufficient importance to warrant Grade P-4 or P-5.

We recommend for this assignment Mr. Gerald E. Ryerson, Grade P-4, now a member of our engineering staff in Washington, who has had splendid training as a mechanical engineer and has specialized on equipment needs in our Service. His work with us has required him to keep abreast of engineering and equipment developments, and one of his present specific duties is to review all engineering specifications covering the procurement needs of our operations program.

We shall appreciate your advice at a later date as to whether you will confirm the appointment of Mr. Ryerson.

Sincerely,


Chief.



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

DIVISION OF PURCHASE, SALES, AND TRAFFIC X

August 25, 1937.

Memorandum for Mr. H. A. Nelson.

Dear Mr. Nelson:

In your memorandum of August 20, 1937, you indicate your willingness to consider, during your present absence on annual leave, any proposals I may have in mind for the organization of the Department specifications group.

I can hardly say that tentative proposals have already been formulated, as the discussion thus far seems all to have been of a rather general character. It is agreed that it would be highly desirable to standardize all specifications in common use in the various bureaus of the Department; that there already exists an acute need for such standardization as regards certain classes of heavy equipment, in connection with which controversies with bidders often carry us into the Comptroller General's Office, where defense of specifications is rendered difficult by reason of specification provisions and variations now insisted upon by engineers and other bureau officers; and that this situation will undoubtedly continue until there has been set up some general authority competent to develop and require the use of standard specifications in all branches of the Department. If an organization of this character is to function "clear across the board," it will necessarily have to contain experts in all of the classes of equipment and material the Department purchases. I feel that it would be a mistake to attempt to set up so complete an organization at the outset, both on account of the large expense this would involve, and also because much bureau opposition would develop which can largely be avoided by a program under which our objective will be reached gradually. Hence my suggestion is that our first effort be directed toward the securing of uniformity in the specifications for a few of the more controversial classes of equipment; specifically, for (1) automotive equipment, (2) road building equipment, (3) farm equipment, (4) surveying equipment, and possibly (5) cameras.

Here let me interject the thought that in some degree we will be attempting to do for the Department what the Federal Specifications layout is attempting to do for the Federal service as a whole; with this difference, however: We will be concerning ourselves, for the most part, with items not now covered by the Federal Specifications agenda.

1. The first part of the paper is devoted to a general discussion of the problem of the existence of solutions of the system of equations

2. The second part of the paper is devoted to a detailed study of the case of a linear system of equations. It is shown that in this case the problem of the existence of solutions is equivalent to the problem of the solvability of a certain matrix equation.

3. The third part of the paper is devoted to a study of the case of a nonlinear system of equations. It is shown that in this case the problem of the existence of solutions is equivalent to the problem of the solvability of a certain matrix equation.

4. The fourth part of the paper is devoted to a study of the case of a system of equations with a variable coefficient. It is shown that in this case the problem of the existence of solutions is equivalent to the problem of the solvability of a certain matrix equation.

5. The fifth part of the paper is devoted to a study of the case of a system of equations with a variable coefficient. It is shown that in this case the problem of the existence of solutions is equivalent to the problem of the solvability of a certain matrix equation.

6. The sixth part of the paper is devoted to a study of the case of a system of equations with a variable coefficient. It is shown that in this case the problem of the existence of solutions is equivalent to the problem of the solvability of a certain matrix equation.

Such a specifications group as I have in mind must command the respect of the bureaus required to use the equipment, but members of the group must have the departmental rather than the bureau attitude, a point for definite consideration in the selection of the personnel. While, ultimately, the specifications group should devote its entire time to the proposed project, I think that during a trial period of the plan we should not burn our bridges behind us by plunging into a full-time arrangement. I therefore suggest that as a beginning we enlarge the functions of the Technical Advisory Board established under Budget and Finance Circular No. 3, a copy of which is enclosed. You will note that the personnel of this Board is personnel of the desired character. It might be well, perhaps, to add to the Board a representative and an alternate from the Soil Conservation Service.

I would have this Board sit once or twice a week, perhaps oftener, and I would require the bureaus to clear through it all new specifications in the classes to which I have referred before offering them to Purchase, Sales, and Traffic for use in advertising. Under such an arrangement there should gradually develop uniform specifications suitable to all needs.

To facilitate the work of the Board and conserve its time, an executive secretary should be designated to record the Board's proceedings and findings, maintain its files, and secure from the bureaus any and all collateral material which the Board may require. The salary of such a secretary, I take it, could properly be provided for from bureau funds.

In the interest of expedition the chairman of the Board could allot specifications for particular equipment or particular classes of equipment to qualified members for review and report. The chairman of the Board should also have authority to call upon expert bureau advice, when required. There should also be some arrangement under which the Board would hear bureau protests, if and when they developed.

An incidental function of the Board might properly be the review of such presentations as the Department is required to make to the Comptroller General from time to time in connection with protests of bidders regarding specifications employed by the Department and awards made or contemplated thereunder.

It goes without saying that the Division of Purchase, Sales, and Traffic should continue to enjoy the right it now has under Budget and Finance Circular No. 3 to take up matters direct with the Board.

At the present time I am having Mr. Locknane compile statistical data concerning purchases of the five classes of equipment I have mentioned during the past fiscal year. These data will show us the importance of each class in the Department's purchasing and the interest which each bureau has in each class.

In the foregoing I have attempted to bring together my present thoughts as to a general plan. I shall send to Mr. Jump a copy of this memorandum in the thought that as soon as you return to Washington we can actively take up a general consideration of the matter.

Sincerely,

Alex. M. S. Ashley
Chief of Division.

Enclosure.



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

July 10, 1934.

Budget & Finance Circular No. 3.

TECHNICAL ADVISORY BOARD

A Technical Advisory Board, to consider and report to the Chief of the Division of Purchase, Sales and Traffic upon departmental procurement questions depending primarily for their solution on special engineering or other technical knowledge, is hereby established with the following personnel:

Members

Mr. S. H. McCrory, Chairman.

Mr. T. W. Norcross.

Maj. Otto Engelmann.

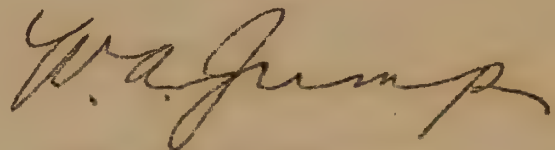
Alternates

Mr. Geo. R. Boyd.

Mr. Howard R. Jones.

Mr. P. A. Kersey.

By direction of the Secretary of Agriculture.



Director of Finance.

August 25, 1937.

Memorandum for Mr. H. S. Nelson.

Dear Mr. Nelson:

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1977

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Sincerely,

Alex. McC. Ashley

Chief of Division.

Enclosure.

AMCCA/AT

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CHAPTER IV

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MAR 15 1938

Please return to the
Secretary's File Room

March 12, 1938.

MEMORANDUM FOR MR. MACDONALD
CHIEF, BUREAU OF PUBLIC ROADS

Dear Mr. MacDonald:

Over the years the problems incident to the procurement of supplies, materials and equipment for the use of the branches of the Department have become increasingly complex and with enlargements of the needs due to increased activities of bureaus such as Public Roads, Forest Service, and Biological Survey, and the addition of programs represented by the Farm Security Administration and the Soil Conservation Service, the difficulties have reached the proportions of major Department problems. While there have been only a limited number of instances involving complete failure to secure satisfactory contractual arrangements, there have been many controversial cases which have been responsible for serious time consuming and therefore expensive delays. While some of the trouble experienced possibly could be eliminated by the relaxation or removal of the more excessively legalistic interpretations of statutes and regulations, yet in the main the important procurement problems involve the determination of the fundamental needs of the operating agencies and the translation of these into specifications which are adequate to serve and protect the requirements of the Department.

Recognition of the situation has existed for sometime and in 1934 an attempt was made to provide a partial corrective in the form of the designation by me of a technical advisory board composed of Mr. McCrery, X Mr. Norcross, X and Major Engelmann, X with responsibility to consider and report upon departmental procurement questions depending primarily for their solution on special engineering or other technical knowledge. Within the limitations naturally imposed in the necessarily restricted functioning this board has served the purposes contemplated in a satisfactory manner, but it has become increasingly evident that to provide really adequate solutions the problems involved must be more vigorously and comprehensively attacked. To accomplish this it is proposed to constitute the technical advisory board as a full time organization with powers and responsibilities in keeping with the importance of the assignment. These should include, but not be limited to, responsibility for the approval of all specifications involving technical engineering requirements, the final determination of all engineering questions involved in the awarding of contracts, and the preparation of standard Department specifications to be used in the purchase of equipment, materials, and supplies requiring the application of the engineering principles.

BROUGHT FORWARD

FILED

MAR 12 1938

March 2, 1938.

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15. 10. 1954 and 1957

over the years the program incident to the management of
public, forest, and a number of the products of the
government have become increasingly complex and with expansion of
the needs due to increased activities in business and public life,
forest service, and biological survey, and the addition of programs
recommended by the Joint Security Administration and the Soil Conservation
Service, the difficulties have increased the problems of water
management problems. While there have been only a limited number of
incidents involving wildlife relative to the management of commercial
resources, there have been many a number of cases which have been
neglected. The service also includes and requires extensive delays.
While some of the problems mentioned possibly could be eliminated by
the elimination of removal of the more excessively excessive interest-
claim of estates and removal, yet in the past the interest of the
most problems involve the satisfaction of the fundamental needs of the
existing general and the translation of these into specific plans which
are needed to carry out the requirements of the Government.

[illegible]

While the further extension of the board may ultimately become necessary it is proposed at the outset to restrict membership to one representative each of the Forest Service, the Bureau of Public Roads and the Soil Conservation Service, with the Chief, Division of Purchase, Sales and Traffic, and representatives of the Bureau of Agricultural Engineering and of the Office of the Secretary serving as ex-officio members. While there seems to be little doubt as to the worthwhileness of the project it is proposed to constitute the board for a trial period of four months. If, as is expected, at the expiration of the period, evidence has accumulated of the need for a permanent organization of this description arrangements will be made to effectuate this.

While it is not my desire to restrict your selection of the representatives of your bureau, the designation of Major Engelmann would be entirely in harmony with the important responsibilities to be assigned to the organization and the consequent need for the selection of members on the basis of outstanding qualifications.

Sincerely,

Secretary's File Room
(Signed)

H. A. Wallace

Secretary.

While the further extension of the United States military presence in Germany is a subject of great interest to the representatives of the United States, the Department of Defense, and the Joint Chiefs of Staff, it is the policy of the United States to maintain a strong and effective military presence in Germany. The Department of Defense, and the Joint Chiefs of Staff, are currently reviewing the situation in Germany and the need for a continued presence of United States forces. It is expected that the Department of Defense, and the Joint Chiefs of Staff, will be able to provide a more definitive answer to this question in the near future.

While it is true that the United States has a strong military presence in Germany, it is also true that the United States has a strong military presence in other parts of the world. The United States has a strong military presence in Europe, Asia, and the Middle East. The United States has a strong military presence in all of these areas, and it is expected that the United States will continue to maintain a strong military presence in all of these areas in the future.

Sincerely,

Secretary's File Room
(Signed)

H. A. Wallace

Enclosed is:

1. A copy of the report of the Secretary's File Room.

2. A copy of the report of the Secretary's File Room.

3. A copy of the report of the Secretary's File Room.

4. A copy of the report of the Secretary's File Room.

March 12, 1938.

MEMORANDUM FOR MR. MACDONALD
CHIEF, BUREAU OF PUBLIC ROADS

Dear Mr. MacDonald:

Over the years the problems incident to the procurement of supplies, materials and equipment for the use of the branches of the Department have become increasingly complex and with enlargements of the needs due to increased activities of bureaus such as Public Roads, Forest Service, and Biological Survey, and the addition of programs represented by the Farm Security Administration and the Soil Conservation Service, the difficulties have reached the proportions of major Department problems. While there have been only a limited number of instances involving complete failure to secure satisfactory contractual arrangements, there have been many controversial cases which have been responsible for serious time consuming and therefore expensive delays. While some of the trouble experienced possibly could be eliminated by the relaxation or removal of the more excessively legalistic interpretations of statutes and regulations, yet in the main the important procurement problems involve the determination of the fundamental needs of the operating agencies and the translation of these into specifications which are adequate to serve and protect the requirements of the Department.

Recognition of the situation has existed for sometime and in 1934 an attempt was made to provide a partial corrective in the form of the designation by me of a technical advisory board composed of Mr. McCrory, Mr. Norcross, and Major Engelmann, with responsibility to consider and report upon departmental procurement questions depending primarily for their solution on special engineering or other technical knowledge. Within the limitations naturally imposed in the necessarily restricted functioning this board has served the purposes contemplated in a satisfactory manner, but it has become increasingly evident that to provide really adequate solutions the problems involved must be more vigorously and comprehensively attacked. To accomplish this it is proposed to constitute the technical advisory board as a full time organization with powers and responsibilities in keeping with the importance of the assignment. These should include, but not be limited to, responsibility for the approval of all specifications involving technical engineering requirements, the final determination of all engineering questions involved in the awarding of contracts, and the preparation of standard Department specifications to be used in the purchase of equipment, materials, and supplies requiring the application of the engineering principles.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 01-11-2001 BY 60322 UCBAW

[illegible]

Recognition of the significance of the problem has existed for some time and in 1934 an attempt was made to provide a partial corrective in the form of the designation by one of a technical advisory board composed of Mr. Kellogg, Mr. H. H. Rogers, and Mr. J. H. McLaughlin, with responsibility for reviewing and reporting upon technological progress and assisting engineers primarily in their selection of special engineering or other technical knowledge. Within the limitations currently imposed by the necessarily limited knowledge this board has served the purpose assigned in a satisfactory manner, and it has become increasingly evident that to provide really effective assistance the problem involved must be met vigorously and comprehensively attacked. It is believed that it is necessary to provide the technical advisory board as a full time organization with powers and responsibilities in keeping with the importance of the problem. These should include, but not be limited to, recommending for the approval of all appointments involving technical engineering personnel, the final selection of all engineering assistants employed in the service of engineers, and the preparation of standard laboratory facilities to be used in the research of electrical, mechanical, and chemical engineering.

While the further extension of the board may ultimately become necessary it is proposed at the outset to restrict membership to one representative each of the Forest Service, the Bureau of Public Roads and the Soil Conservation Service, with the Chief, Division of Purchase, Sales and Traffic, and representatives of the Bureau of Agricultural Engineering and of the Office of the Secretary serving as ex-officio members. While there seems to be little doubt as to the worthwhileness of the project it is proposed to constitute the board for a trial period of four months. If, as is expected, at the expiration of the period, evidence has accumulated of the need for a permanent organization of this description arrangements will be made to effectuate this.

While it is not my desire to restrict your selection of the representatives of your bureau, the designation of Major Engelmann would be entirely in harmony with the important responsibilities to be assigned to the organization and the consequent need for the selection of members on the basis of outstanding qualifications.

Sincerely,

Secretary's File Room
(Signed)

Hawallace

Secretary.

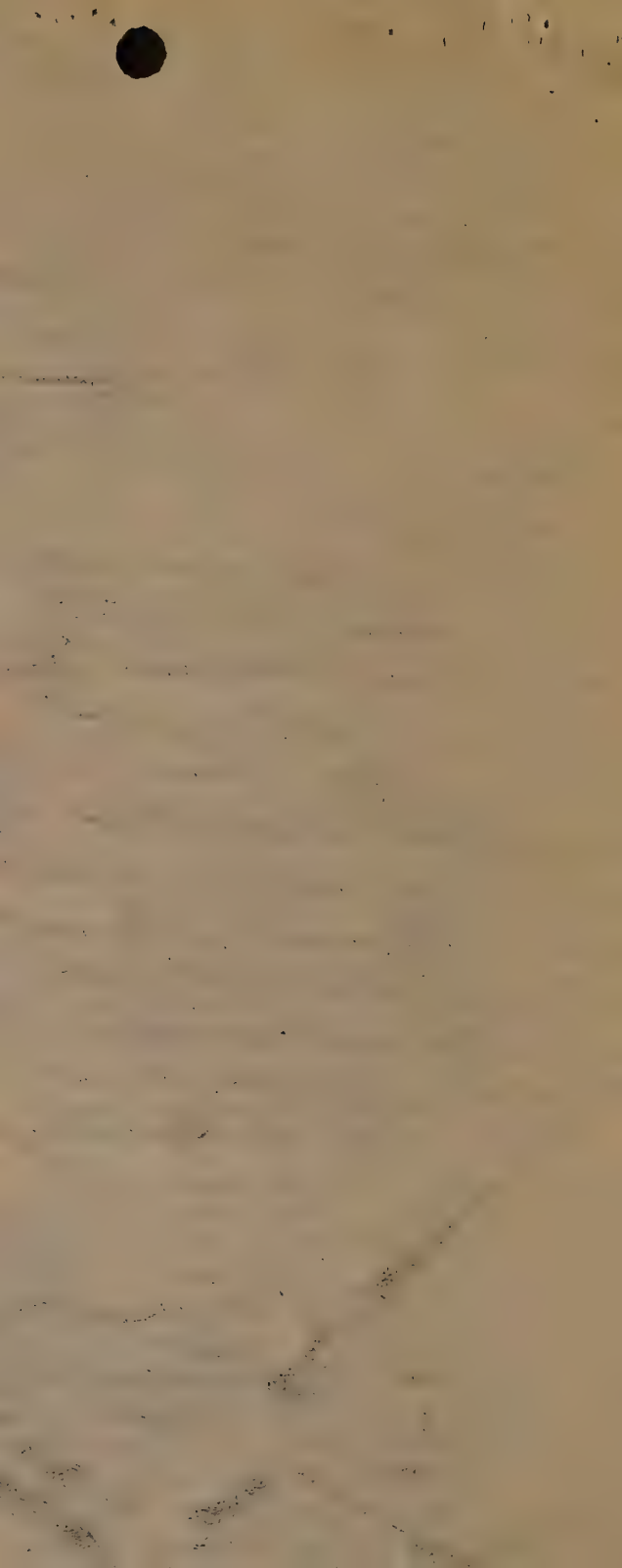
Mr Evans
Secretary's Office

I believe that the idea involved originated with Mr. Appleby - or at least has had his support. He examined the draft of one of these memos. & his only comment was that he did not wish to insist upon the adoption of the plan if there was any substantial disagreement. Our field contacts indicate that a considerable demand exists for "Standard" type specifications. Principal criticism of proposal - increasing cost of Secretary's office staff agencies.

Nash

2/26

Held for Mr. Appleby
at request of Mr. Evans



March 12, 1938.

MEMORANDUM FOR MR. SILCOX
CHIEF, FOREST SERVICE

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MAR 15 1938 B

Please return to the
Secretary's File Room

Dear Mr. Silcox:

Over the years the problems incident to the procurement of supplies, materials and equipment for the use of the branches of the Department have become increasingly complex and with enlargements of the needs due to increased activities of bureaus such as Public Roads, Forest Service, and Biological Survey, and the addition of programs represented by the Farm Security Administration and the Soil Conservation Service, the difficulties have reached the proportions of major Department problems. While there have been only a limited number of instances involving complete failure to secure satisfactory contractual arrangements, there have been many controversial cases which have been responsible for serious time consuming and therefore expensive delays. While some of the trouble experienced possibly could be eliminated by the relaxation or removal of the more excessively legalistic interpretations of statutes and regulations, yet in the main the important procurement problems involve the determination of the fundamental needs of the operating agencies and the translation of these into specifications which are adequate to serve and protect the requirements of the Department.

Recognition of the situation has existed for sometime and in 1934 an attempt was made to provide a partial corrective in the form of the designation by me of a technical advisory board composed of Mr. McCrory, Mr. Norcross, and Major Engelmann, with responsibility to consider and report upon departmental procurement questions depending primarily for their solution on special engineering or other technical knowledge. Within the limitations naturally imposed in the necessarily restricted functioning this board has served the purposes contemplated in a satisfactory manner, but it has become increasingly evident that to provide really adequate solutions the problems involved must be more vigorously and comprehensively attacked. To accomplish this it is proposed to constitute the technical advisory board as a full time organization with powers and responsibilities in keeping with the importance of the assignment. These should, include, but not be limited to, responsibility for the approval of all specifications involving technical engineering requirements, the final determination of all engineering questions involved in the awarding of contracts, and the preparation of standard Department specifications to be used in the purchase of equipment, materials, and supplies requiring the application of the engineering principles.

RECEIVED FORWARDED

March 12, 1938.

MEMORANDUM FOR THE RECORD
SUBJECT: [Illegible]

Dear Mr. Wilson:

Over the years the various divisions of the Department have been engaged in a continuous effort to improve the use of the branches of the Department. This has been accomplished by the creation of new divisions, the reorganization of existing ones, and the elimination of overlapping functions. The result has been a more efficient and economical operation of the Department. The various divisions have been able to coordinate their efforts more effectively, and the Department as a whole has been able to handle its work more expeditiously. This has been achieved through the close cooperation and collaboration of all the divisions, and the support of the various branches of the Department. The result has been a more unified and efficient organization, which is better equipped to handle the increasing demands of the Department.

The various divisions of the Department have been able to coordinate their efforts more effectively, and the Department as a whole has been able to handle its work more expeditiously. This has been achieved through the close cooperation and collaboration of all the divisions, and the support of the various branches of the Department. The result has been a more unified and efficient organization, which is better equipped to handle the increasing demands of the Department.

FORWARDED TO [Illegible]

While the further extension of the board may ultimately become necessary it is proposed at the outset to restrict membership to one representative each of the Forest Service, the Bureau of Public Roads, and the Soil Conservation Service, with the Chief, Division of Purchase, Sales and Traffic and representatives of the Bureau of Agricultural Engineering and of the Office of the Secretary serving as ex-officio members. While there seems to be little doubt as to the worthwhileness of the project it is proposed to constitute the board for a trial period of four months. If, as is expected, at the expiration of the period, evidence has accumulated of the need for a permanent organization of this description arrangements will be made to effectuate this.

To be effective it will be necessary to restrict active membership on this board to engineers or technicians of considerable experience and recognized ability. Also it will be to the unquestioned advantage of the bureaus represented to nominate employees who are intimately familiar with the engineering procurement problems of the respective agencies. While the classification assignments have not been developed it is probable that they will be about P-4 or P-5.

It will be appreciated if you will give this matter consideration and in the near future advise as to your nominee.

Should the board be organized on a permanent basis it is contemplated that authority for the transfer of funds to the Office of the Secretary will be requested in the succeeding budget estimates.

Sincerely,

Secretary's File Room
(Signed)

W. H. Wallace

Secretary.

March 12, 1938.

MEMORANDUM FOR MR. SILCOX
CHIEF, FOREST SERVICE

Dear Mr. Silcox:

Over the years the problems incident to the procurement of supplies, materials and equipment for the use of the branches of the Department have become increasingly complex and with enlargements of the needs due to increased activities of bureaus such as Public Roads, Forest Service, and Biological Survey, and the addition of programs represented by the Farm Security Administration and the Soil Conservation Service, the difficulties have reached the proportions of major Department problems. While there have been only a limited number of instances involving complete failure to secure satisfactory contractual arrangements, there have been many controversial cases which have been responsible for serious time consuming and therefore expensive delays. While some of the trouble experienced possibly could be eliminated by the relaxation or removal of the more excessively legalistic interpretations of statutes and regulations, yet in the main the important procurement problems involve the determination of the fundamental needs of the operating agencies and the translation of these into specifications which are adequate to serve and protect the requirements of the Department.

Recognition of the situation has existed for sometime and in 1934 an attempt was made to provide a partial corrective in the form of the designation by me of a technical advisory board composed of Mr. McCrory, Mr. Norcross, and Major Engelmann, with responsibility to consider and report upon departmental procurement questions depending primarily for their solution on special engineering or other technical knowledge. Within the limitations naturally imposed in the necessarily restricted functioning this board has served the purposes contemplated in a satisfactory manner, but it has become increasingly evident that to provide really adequate solutions the problems involved must be more vigorously and comprehensively attacked. To accomplish this it is proposed to constitute the technical advisory board as a full time organization with powers and responsibilities in keeping with the importance of the assignment. These should include, but not be limited to, responsibility for the approval of all specifications involving technical engineering requirements, the final determination of all engineering questions involved in the awarding of contracts, and the preparation of standard Department specifications to be used in the purchase of equipment, materials, and supplies requiring the application of the engineering principles.

March 12, 1938

MEMORANDUM FOR MR. ELLIOTT
CHIEF, INVESTIGATIVE DIVISION

Dear Mr. Elliott:

Over the years the problems incident to the procurement of supplies, materials and equipment for the use of the branches of the Department have become increasingly complex and with the expansion of the needs due to increased activities of persons such as Public Roads, Forest Service, and Biological Survey, and the addition of programs represented by the Farm Security Administration and the Soil Conservation Service, the difficulties have increased the proportion of major procurement problems. While there have been only a limited number of instances involving complete failure to secure satisfactory satisfactory supplies, there have been many cases where the supplies have been received in such a manner as to require extensive delays. While this for serious time delays and therefore expensive delays. While some of the trouble experienced possibly could be eliminated by the relaxation or removal of the more excessively legislative restrictions of statutes and regulations, yet in the main the inherent needs of the programs justify the determination of the fundamental needs of the government agencies and the translation of these into specifications which are adequate to serve and protect the requirements of the Department.

Recognition of the situation has existed for sometime and in 1934 an attempt was made to provide a partial corrective in the form of the assignment by me of a technical advisory board composed of Mr. Harbo, Mr. Harbo, and Major Engstrom, with responsibility to consider and report upon departmental procurement questions requiring primarily for their solution or special engineering or other technical knowledge. Within the limitations necessarily imposed in the necessarily restricted functioning this board has served the purposes contemplated in a satisfactory manner, but it has become increasingly evident that to provide really adequate solution the problem involved must be more vigorously and comprehensively attacked. To accomplish this it is proposed to organize the technical advisory board as a full time organization with powers and responsibilities in keeping with the importance of the engineering and technical matters involved in the procurement of supplies and materials. These should include the approval of all specifications involving technical matters in the procurement of supplies, and the preparation of standard Department specifications for the procurement of supplies, materials, and equipment. It is suggested that the organization be placed under the supervision of the Chief, Investigative Division.

While the further extension of the board may ultimately become necessary it is proposed at the outset to restrict membership to one representative each of the Forest Service, the Bureau of Public Roads, and the Soil Conservation Service, with the Chief, Division of Purchase, Sales and Traffic and representatives of the Bureau of Agricultural Engineering and of the Office of the Secretary serving as ex-officio members. While there seems to be little doubt as to the worthwhileness of the project it is proposed to constitute the board for a trial period of four months. If, as is expected, at the expiration of the period, evidence has accumulated of the need for a permanent organization of this description arrangements will be made to effectuate this.

To be effective it will be necessary to restrict active membership on this board to engineers or technicians of considerable experience and recognized ability. Also it will be to the unquestioned advantage of the bureaus represented to nominate employees who are intimately familiar with the engineering procurement problems of the respective agencies. While the classification assignments have not been developed it is probable that they will be about P-4 or P-5.

It will be appreciated if you will give this matter consideration and in the near future advise as to your nominee.

Should the board be organized on a permanent basis it is contemplated that authority for the transfer of funds to the Office of the Secretary will be requested in the succeeding budget estimates.

Sincerely,

Secretary's File Room

(Signed)

H. Wallace

Secretary.

March 12, 1938.

MEMORANDUM FOR DR. BENNETT, CHIEF
SOIL CONSERVATION SERVICE

FILE
MAR 15 1938
Filing Office of
Department of the Interior

Dear Dr. Bennett:

Over the years the problems incident to the procurement of supplies, materials and equipment for the use of the branches of the Department have become increasingly complex and with enlargements of the needs due to increased activities of bureaus such as Public Roads, Forest Service, and Biological Survey, and the addition of programs represented by the Farm Security Administration and the Soil Conservation Service, the difficulties have reached the proportions of major Department problems. While there have been only a limited number of instances involving complete failure to secure satisfactory contractual arrangements, there have been many controversial cases which have been responsible for serious time consuming and therefore expensive delays. While some of the trouble experienced possibly could be eliminated by the relaxation or removal of the more excessively legalistic interpretations of statutes and regulations, yet in the main the important procurement problems involve the determination of the fundamental needs of the operating agencies and the translation of these into specifications which are adequate to serve and protect the requirements of the Department.

Recognition of the situation has existed for sometime and in 1934 an attempt was made to provide a partial corrective in the form of the designation by me of a technical advisory board composed of Mr. McCrory, Mr. Norcross, and Major Engelmann, with responsibility to consider and report upon departmental procurement questions depending primarily for their solution on special engineering or other technical knowledge. Within the limitations naturally imposed in the necessarily restricted functioning this board has served the purposes contemplated in a satisfactory manner, but it has become increasingly evident that to provide really adequate solutions the problems involved must be more vigorously and comprehensively attacked. To accomplish this it is proposed to constitute the technical advisory board as a full time organization with powers and responsibilities in keeping with the importance of the assignment. These should include, but not be limited to, responsibility for the approval of all specifications involving technical engineering requirements; the final determination of all engineering questions involved in the awarding of contracts, and the preparation of standard Department specifications to be used in the purchase of equipment, materials, and supplies requiring the application of the engineering principles.

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FORWARD

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Over the years the problems incident to the procurement of supplies, materials and equipment for the use of the members of the Government have become increasingly complex and with entirely new dimensions. The problems of procurement of supplies and materials, for example, and biological survey, and the solution of various problems of the farm security administration and the Soil Conservation Service, the different areas have reached the proportions of major Government activities. While there have been only a limited number of instances involving complete failure to secure satisfactory commercial supplies, there have been many instances of cases which have been serious, either for reasons of cost, quantity and quality or for reasons of the trouble experienced in securing supplies. Some of the trouble experienced recently could be eliminated by the relaxation or removal of the more extensively detailed instructions of estimates and regulations, yet in the same the Government at various times and the presentation of these data questions which are necessary to carry out the requirements of the Government.

[illegible]

WARD

While the further extension of the board may ultimately become necessary it is proposed at the outset to restrict membership to one representative each of the Forest Service, X the Bureau of Public Roads, X and the Soil Conservation Service, X with the Chief, Division of Purchase, Sales and Traffic and representatives of the Bureau of Agricultural Engineering, X and of the Office of the Secretary X serving as ex-officio members. While there seems to be little doubt as to the worthwhileness of the project it is proposed to constitute the board for a trial period of four months. If, as is expected, at the expiration of the period, evidence has accumulated of the need for a permanent organization of this description arrangements will be made to effectuate this.

To be effective it will be necessary to restrict active membership on this board to engineers or technicians of considerable experience and recognized ability. Also it will be to the unquestioned advantage of the bureaus represented to nominate employees who are intimately familiar with the engineering procurement problems of the respective agencies. While the classification assignments have not been developed it is probable that they will be about P-4 or P-5.

It will be appreciated if you will give this matter consideration and in the near future advise as to your nominee.

Should the board be organized on a permanent basis it is contemplated that authority for the transfer of funds to the Office of the Secretary will be requested in the succeeding budget estimates.

Sincerely,

Secretary's File Room
(Signed)

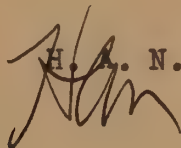
Hawallace

Secretary.

Dec. 2, 1937

MR. JUMP:

In preparing the attached I have deliberately stated the case in considerable detail both for the benefit of the Secretary and of the record. Recognizing the difficulties in providing transfers from Roads funds I have omitted any reference to this phase but in the companion letters to be addressed to the Forest Service and the Soil Conservation Service it is contemplated to indicate that in the event the board is made permanent transfers to the salary fund of the Office of the Secretary will be provided. Memoranda will not be prepared until the attached draft has been through the mill. I have contacted Mr. Lester Evans and received assurance of the cooperation of his office in developing satisfactory classification situation.

H. A. N.


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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

July 10, 1934.

Budget & Finance Circular No. 3.

TECHNICAL ADVISORY BOARD

A Technical Advisory Board, to consider and report to the Chief of the Division of Purchase, Sales and Traffic upon departmental procurement questions depending primarily for their solution on special engineering or other technical knowledge, is hereby established with the following personnel:

Members

Mr. S. H. McCrory, Chairman.

Mr. T. W. Norcross.

Maj. Otto Engelmann.

Alternates

Mr. Geo. R. Boyd.

Mr. Howard R. Jones.

Mr. P. A. Kersey.

By direction of the Secretary of Agriculture.



Director of Finance.

600

11/15

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Mr. Gustafson
Mr. Easton

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY

WASHINGTON, D. C.

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY
AND REFER TO

file

note
Mr. E.

June 24, 1938

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

This Bureau desires to cooperate in every way possible in connection with the functions of the Technical Advisory Board as discussed in your Memorandum for Chiefs of Bureaus and Offices, dated June 8, 1938. Accordingly, Mr. R. O. Gustafson, Administrative Assistant, has been designated as the Bureau's representative to serve as a member on the proposed auxiliary committee to assist the Board when requested.

Sincerely yours,

WC Henderson

Acting Chief.

W.C. Henderson

BROUGHT

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE
WASHINGTON, D. C.

July 23, 1938

Attach

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

Receipt is acknowledged of your memorandum of June 8 regarding the setting up of a Technical Advisory Board in the Department for the settlement of all engineering questions involved in the procurement of supplies and equipment.

In reply to the last paragraph of your memorandum, Dr. Lon A. Hawkins is designated to represent the Bureau of Entomology and Plant Quarantine as a member of the auxiliary committee which it is proposed to set up to assist the Board.

Respectfully,

Lee A. Strong
Chief of Bureau.

1. The first group of people who are interested in the study of the history of the world are the historians. They are people who study the past and try to understand what happened and why it happened. They use a variety of sources, including books, documents, and artifacts, to reconstruct the past. They also try to understand the people who lived in the past and how they thought and felt. Historians are interested in the past for a variety of reasons. Some are interested in the past because they want to know what happened and why it happened. Others are interested in the past because they want to understand the people who lived in the past and how they thought and felt. Still others are interested in the past because they want to learn from the mistakes of the past and avoid them in the future.

It is also to be noted that the Commission has not yet received any information from the Government of the United States as to the results of its investigation of the activities of the Communist Party in the United States.

... ..

2000

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD AND DRUG ADMINISTRATION
WASHINGTON, D. C.

July 23, 1938.

THE SECRETARY:

Attention of Mr. F. J. Sette.

In accordance with the request contained in your circular memorandum of June 8, Mr. Robert E. Conner, Junior Administrative Assistant in the Division of Business Administration, is hereby designated to represent the Food and Drug Administration on the auxiliary committee designed to assist the Technical Advisory Board mentioned in your memorandum.

Respectfully,

F. B. LINTON

Acting Chief.

In duplicate.

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is attached with the report and is being furnished to the Bureau of the Census for their information.

Very truly yours,
J. Edgar Hoover, Director

1911

8. B. 100

Account of the

• 2012-10-12

attach

September 1, 1938.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

In the Secretary's memorandum of June 8, 1938 addressed to chiefs of bureaus and offices, setting up a Technical Advisory Board under the supervision of the Director of Finance, Mr. Russell S. Henderson was designated as a full-time member of the Board. Mr. Henderson is to be relieved of this duty and Mr. William E. Knauff, of the Forest Service, will serve as a full-time member of this Board.

Secretary's File Room
(Signed)

M. L. Wilson

Acting Secretary.

September 1, 1944

Dear Mr. [Name]

I am very pleased to hear from you and to learn that you are well. I am also glad to hear that you are enjoying your trip to the [Location]. I hope you will have a very successful and enjoyable trip. I am sure you will find everything just as you like it. I am looking forward to hearing from you again when you return.

Sincerely,
[Name]

Enclosed is the [Name]
[Name]

W. L. Wilson

Acting Secretary

September 1, 1938.

Memorandum for Mr. MacDonald,
Chief, Bureau of Public Roads.

Dear Mr. MacDonald:

In the Secretary's memorandum to you under date of March 12, 1938, indicating his intention to appoint a full-time Technical Advisory Board to translate the fundamental needs of our operating agencies for supplies and equipment into specifications adequate to serve and protect the best interests of the Department, and requesting the nomination by you of a member of your staff for service on the Board, it was stated that the initial constitution of the Board would be for a trial period of four months, and that if, as was expected, evidence had accumulated during that period of the need for a permanent organization, steps would then be taken to effect such an organization. In the Secretary's general memorandum of June 3, 1938, to chiefs of bureaus and offices, appointment of the Board, effective July 1, 1938, was announced. Concurrently with this announcement, however, there arose a necessity for a change in the membership of the Board, and this, together with the time required by the Board members to relinquish their bureau duties, delayed actual organization of the Board until August 18, 1938. This later date will therefore be regarded as that from which the proposed trial period of four months will begin to run.

Sincerely, *Secretary's File Room*
(Signed)

W. L. Wilson

Acting Secretary.

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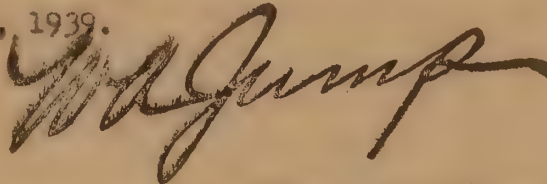
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August 4, 1938

MEMORANDUM FOR THE MEMBERS OF THE TECHNICAL ADVISORY BOARD

In his memorandum of June 8, 1938, designating the members of the board the Secretary placed the organization under my administrative supervision. To complete the organization chain and to provide for the orderly handling of the problems necessarily incident to the operations of the Board I designate Major Otto Engelmann as chairman of the Board for the period ending June 30, 1939.

A handwritten signature in dark ink, appearing to read 'W. A. Gump', is written over the typed name 'Director of Finance'.

Director of Finance.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C.

June 8, 1938.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

Budget and Finance Circular No. 3, dated July 10, 1934, authorizes the formation of a Technical Engineering Advisory Committee primarily for the settlement of all engineering questions involved in the procurement of supplies and equipment. This committee has functioned in a satisfactory manner within the limitations imposed by the dual responsibilities of its members. The constantly increasing size and importance of the Department programs involving the purchase, maintenance and operation of heavy equipment of all kinds, and the consequent need for improvement in the techniques of the engineering-management types makes it necessary to substitute a full time organization for the part time committee previously authorized. The Technical Engineering Advisory Committee is therefore discontinued effective July 1, 1938, and a Technical Advisory Board under the administrative supervision of the Director of Finance instituted, effective the same date. The full time members of the Board, the ex-officio members, and the general duties assigned are as follows:

Full time members:

Forest Service - Mr. Russell S. Henderson
Public Roads - Major Otto Engelmann
Soil Conservation Service - Mr. Gerald E. Ryerson

Ex-Officio members:

Mr. Alex. McC. Ashley, Chief, Div. of Purchase, Sales & Traffic
Mr. S. H. McCrory, Chief, Bureau of Agricultural Engineering
Mr. F. J. Sette, Office of the Secretary

As rapidly as practicable the Technical Advisory Board will assume responsibility for performance of the following functions:

1. Approval of all technical engineering requirements in specifications employed in the Department in the procurement of articles, materials, supplies and equipment.
2. Determination of all engineering questions of controversial or other character which may develop in connection with awards of contracts based upon such specifications.

June 8, 1933.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

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Mr. S. H. McCorty, Chief, Bureau of Agricultural Engineering
Mr. F. J. Sette, Office of the Secretary

As rapidly as practicable the Technical Advisory Board will assume responsibility for performance of the following functions:

1. Approval of all technical engineering requirements in specifications drawn up in the Department in the procurement of articles, materials, supplies and equipment.
2. Determination of all engineering questions of controversial or other character which may develop in connection with awards of contracts based upon such specifications.

3. To supplement existing Federal Specifications by the development of other standard specifications to be used throughout the Department in the purchase of equipment, materials and supplies which involve the application of engineering principles.

4. To conduct studies of the operating, maintenance and repair costs of equipment with a view to determining criteria as to the number, character, and location of depots, repair shops, etc.

5. To make studies of the use, distribution and availability of heavy equipment in order that the Department may get the maximum value from its expenditures.

The board is not restricted to the above duties but may make such recommendations as it sees fit, having to do with the development of a rational plan for evaluating the needs, use, maintenance and disposition of heavy equipment so that the best interests of the Department of Agriculture and the Government are safeguarded.

To assist the board, it is proposed to set up an auxiliary committee representing bureaus and offices using heavy equipment. Chiefs of the following bureaus and offices are asked to designate one representative to this auxiliary committee: Agricultural Economics, Biological Survey, Entomology and Plant Quarantine, Farm Security Administration, Food and Drug Administration, Division of Operation. Technical assistance when requested by the Board will be supplied by all Department agencies. Designations of membership on this auxiliary committee should be submitted to this office as soon as possible in order that the Committee may be able to get under way with the least possible delay.

(Signed) H. A. Wallace

Secretary.

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(Signed) R. A. Wallace

Secretary.